

Agency Activity Inventory
by Agency
Appropriation Period: FY 2006-07

Agency: E08 - Secretary of State

Functional Group: Legislative,
Executive &
Administrative

114 Administration

The Administration Department of the Secretary of State provides executive leadership, policy development and implementation, legal services, financial services, information technology and human resources for the agency.

FY 2006-07

Total	General Funds	Federal Funds	Supp. Funds	CRF	Other Funds	FTEs
\$622,063	\$472,063	\$0	\$0	\$0	\$150,000	6.00

Expected Results:

Effective and efficient administration of the agency. Ensure courteous and quick service for all customers.

Outcome Measures:

Administration oversees agency that in 05-06 brought in revenue (\$5,265,391) more than 5.5 times it's appropriated monies.

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115 Corporations

The Corporations Division handles, reviews and processes all business filings for both South Carolina and out-of-state corporations, limited liability companies, limited partnerships, limited liability partnerships, nonprofit corporations and cooperatives. The division also handles many customer inquiries and provides a telephone customer service center. The division retrieves and provides historical documents for all entities that have registered in the office. Primary customers are law firms, CPAs, service companies and business people. The Corporations Division's activities are required by S.C. Code Title 33 (the corporate code) particularly Chapters 1- 19, 31, 42, 44 and 45-49.

FY 2006-07

Total	General Funds	Federal Funds	Supp. Funds	CRF	Other Funds	FTEs
\$458,410	\$258,410	\$0	\$0	\$0	\$200,000	7.00

Expected Results:

Quick, efficient review and filing of corporate documents. Speedy customer service, particularly in phone room.

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Timely retrieval of corporate documents for customers.

Outcome Measures:

Total filings for 05-06 were 53,974. More than 69,000 phone calls received in Corporations customer support phone room.

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116 Uniform Commercial Code

The Uniform Commercial Code Division handles, reviews and processes all Uniform Commercial Code filings for customers, particularly banks, financial institutions and law firms. The division also processes customer search requests for documents necessary for financing transactions. This division's activities are mandated by S.C. Code Title 36, Chapter 9.

FY 2006-07

Total	General Funds	Federal Funds	Supp. Funds	CRF	Other Funds	FTEs
\$120,000	\$0	\$0	\$0	\$0	\$120,000	4.00

Expected Results:

Quick, efficient review and filing of Uniform Commercial Code documents. Accurate search requests completed in order to insure quality financial transactions.

Outcome Measures:

Total filings for 05-06 were 135,080 - up from 65,921 in 04-05.

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117 Notaries and Apostilles

This division receives, reviews and files all notary applications. Also, this division reviews all documents submitted for apostille and apostilles those that are appropriate. The statutory mandate for this division is Title 26, chapters 1 and 3.

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Total	General Funds	Federal Funds	Supp. Funds	CRF	Other Funds	FTEs
\$68,545	\$68,545	\$0	\$0	\$0	\$0	1.00

Expected Results:

Speedy and courteous handling of notary applications and questions and with documents to be apostilled.

Outcome Measures:

Total notary filings for 05-06 were 14,486. Total apostille filings - 15,000. Duties also shared with Boards & Commissions, see below.

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118 Boards, Commissions, Acts & Resolutions

This division receives, reviews and files all appointments to all boards and commissions. The division also files all acts and resolutions. Duties are statutorily required by S.C. Code 1-5-40.

FY 2006-07						
Total	General Funds	Federal Funds	Supp. Funds	CRF	Other Funds	FTEs
\$55,225	\$55,225	\$0	\$0	\$0	\$0	1.00

Expected Results:

Accurate filing of all acts, resolutions and orders and of all appointments to boards and commissions, including bonds and oaths.

Outcome Measures:

Total filings for 05-06 - 2,187. Duties shared with Notaries & Apostilles, see above.

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119 Charities, Special Purpose Districts, Municipal Incorporations and Annexations

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This division's primary responsibility is the registration and regulation of all public charities soliciting in South Carolina, including all persons and entities fundraising on their behalf. Duties include review of all registration statements, annual financial reports and joint financial reports. The division also includes two investigators who review and investigate all matters concerning charitable solicitations. One employee in this division does have an additional duty to maintain all registrations and applications for special purpose districts, municipal incorporations and annexations. The charities division statutory authority is Title 33, Chapter 56. Special purpose districts - Title 6, Chapter 16; municipal incorporations - Title 5, Chapter 1; annexations - Title 5, chapter 3.

FY 2006-07

Total	General Funds	Federal Funds	Supp. Funds	CRF	Other Funds	FTEs
\$643,395	\$0	\$0	\$0	\$0	\$643,395	7.00

Expected Results:

Responsible, efficient oversight of more than 6000 registered charities and 3000 professional solicitors. Accurate review of financial reports. Aggressive investigation of solicitors who mislead the public about charitable donations. Prompt filing of special purpose district, municipal incorporation employment agency license applications, and annexation documents.

Outcome Measures:

This division handled 13,582 filings in 05-06. This included 6,886 charity registrations and 1373 professional fundraiser/solicitor registrations. 4,575 annual financial reports filed. \$132,312 collected in fine revenue from late reports and court actions against fraudulent telemarketers. Good compliance rate - only 6% of registered charities issued fines. Special purpose district filings - 419. Total employment agencies - 194. Annexations - 328. One municipality was incorporated.

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**120 Trademarks, Service of Process, Employment Agencies, Business Opportunities, and
Cable Franchise Authority**

This division handles the other registration, legal and investigative duties of the office. The division receives, processes and reviews applications and licenses for trademarks, employment agencies and business opportunities. One employee also investigates complaints concerning trademark violations, employment agencies violations and business opportunity fraud. Division also handles service of process on foreign corporations not authorized to do business in South Carolina. Statutory duties are found in S.C. Code 39-15-1110 (trademarks), 15-9-245 (service of process), 41-25-110 (employment agencies) and 39-57-40 (business opportunities). The division is also responsible for processing all requests for cable franchises and issuing certificates of authority.

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Total	General Funds	Federal Funds	Supp. Funds	CRF	Other Funds	FTEs
\$45,675	\$45,675	\$0	\$0	\$0	\$0	1.00

Expected Results:

Prompt review of all trademark registrations, business opportunity applications, and cable franchise applications. Cooperation with law enforcement in investigation of counterfeit goods cases and confiscation of counterfeit goods. Timely review of lawsuits against foreign corporations served on Secretary of State.

Outcome Measures:

Total trademarks filed for 05-06 - 512. Total business opportunities - 77. Total service of process -713. Trademarks division also assisted law enforcement in the confiscation of over \$4.5 million in counterfeit goods.

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1658 Computer System upgrade

These funds will be used to provide the most effective and efficient technology solutions for the office and our customers.

FY 2006-07						
Total	General Funds	Federal Funds	Supp. Funds	CRF	Other Funds	FTEs
\$500,000	\$0	\$0	\$0	\$500,000	\$0	0.00

Expected Results:

This activity will allow our customers to access documents via the internet allowing customers immediate access to documents and reducing the administrative burden on the office. Personnel and operating expenses can then be shifted to other rapidly growing areas of the office.

Outcome Measures:

Provide customers immediate access to Agency databases and images via the Internet.

EXPLANATION:

New activity- One time funds for computer upgrade.

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AGENCY TOTALS

Secretary of State

**TOTAL AGENCY
FUNDS**

\$2,513,313

**TOTAL GENERAL
FUNDS**

\$899,918

**TOTAL FEDERAL
FUNDS**

\$0

**TOTAL OTHER
FUNDS**

\$1,113,395

**TOTAL SUPPLEMENTAL
FUNDS**

\$0

**TOTAL CAPITAL
RESERVE FUNDS**

\$500,000

**TOTAL
FTEs**

27.00